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C/REC *by w390*

DC/REC

C/O.T.

4 APR 1957/11.12.


MEMORANDUM FOR: Chief, Real Estate and Construction Division *APPROV*


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ATTENTION : 

SUBJECT : Proposed Elimination of Real Estate Forms and Records


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1. In reply to Book Dispatch No. 202, dated 12 February 1957, the  recommends review of certain headquarters reports (and return) - requirements for elimination or simplification. The station contents that such action would reduce its administrative burdens without impairing the efficiency of headquarters elements.

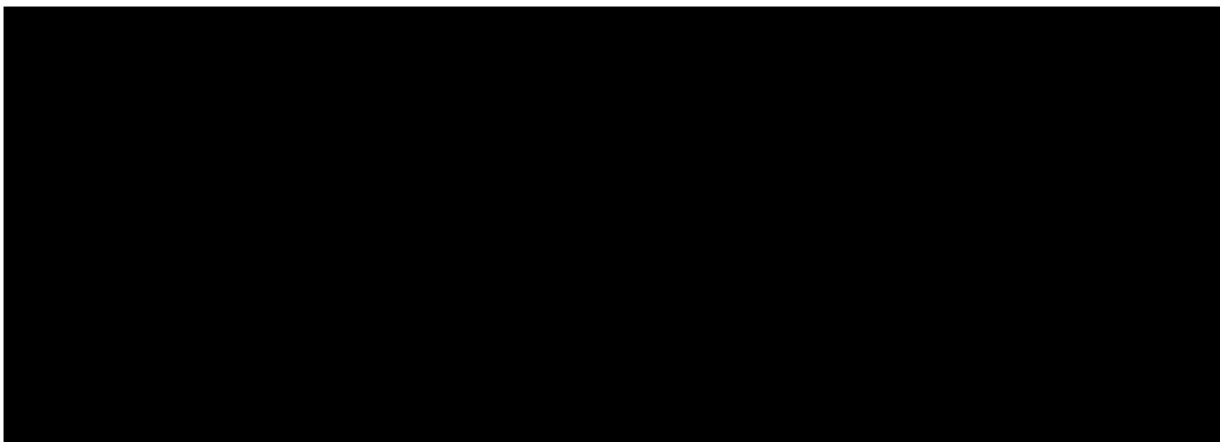
2. In accordance with conversation held today between Mr.  and the writer, the following two items relating to your Division have been extracted.

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a. There appears to be little reason for the Foreign Real Property Report (Form No. 360) required by  for almost all property acquired, except for purchased properties. The regulation at present calls for this report to be made whenever a property is leased unless it is temporary and costs less than \$100 per month. Headquarters use of this report is unknown; however, the difficulties involved in keeping these files on a current basis render their value negligible from a practical point of view. It is recommended that no report be required by Headquarters except on purchased real property.

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3. We would appreciate your written comments on these items for inclusion in our reply to the field.

*Should be
added to the
reply*

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